

• **CLAUDE IN PRACTICE FOR LAWYERS**

Your team, trained on their own matters.

Two hands-on sessions in your firm's own Claude account, on your own examples. The day after, your team is using Claude on real work.

This is a sample. Every session is built on your firm's own tasks, so the running order below moves with what your team actually does.

FORMAT	GROUP	WHERE	PREREQUISITE
2 × 2 hours, live, a week apart	Up to 8 people per session	Remote, in your own Claude account	A firm Claude account, set up for client work

WHO IT IS FOR

Founder-led law firms that have the seats, and a team that still uses Claude like a search box. Partners, associates, paralegals and intake staff, together, on the firm's account.

WHAT YOU WALK OUT WITH

01 Claude set up around each person and the firm

Personal instructions written by Claude interviewing you, so nobody repeats themselves and every draft starts in your tone.

02 A shared project on your real work

Built in the session on your own examples, and used by the team the next day.

03 Your first agent

A skill written from a task you already do, running on a schedule: a morning brief that reads the inbox and lists what is still unanswered, or whatever recurs most in your firm.

04 Skills other lawyers wrote, and your own

Where to find them, how to tell which are safe, and the way to turn any long conversation into a skill of your own.

05 A way to check Claude's work

Use only the documents you gave it, the quote and the source for every claim, and "I don't know" instead of guessing. The judgment is still yours.

06 Everything to keep

The recordings of both sessions, the prompts and instructions we used, and everything built together: the project, the skills, the agent.

A SAMPLE RUNNING ORDER · ADAPTED TO YOUR FIRM

BEFORE WE START

A short questionnaire on which AI tools your people use today and the tasks that recur across the firm. The sessions are built on that.

Session one**TWO HOURS · HANDS-ON**

Everyone on the firm's account. By the end, Claude knows who they are, the firm has one shared project on real work, and each person knows how to check what comes back.

Brief Claude like a new colleague on their first day. What it needs from you to do a task well, worked on an example from your practice.

Let Claude interview you. Each person answers a few questions, and Claude writes their personal instructions. They save them, and stop repeating themselves.

Build a shared project on your own examples. A fee schedule, the firm manual, a matter type. Uploaded, instructed, tested live, and corrected until the answer is right.

The right tool for the job. A chat or Cowork, a project or a skill, and the right model, so the team gets the best result without running up the firm's bill.

Check Claude's work. Use only the documents you gave it, the quote and the source for every claim, and "I don't know" instead of guessing. The judgment is still yours.

Session two**TWO HOURS · HANDS-ON · A WEEK LATER**

Write down the way your firm does something once, and Claude does it that way every time. By the end, each person has a skill of their own and the firm has its first agent running.

Skills. What a skill is, what one looks like inside, and which of your recurring tasks belong in one.

Skills other lawyers wrote. Where to find them, which sources to trust, and how to check a skill is safe before you install it.

Your own skill, from a conversation you have already had. Turn a chat that went well into a skill, improve it, and share it across the team.

Your first agent. A skill on a schedule: a morning brief that reads the inbox and lists what is still unanswered, or whatever recurs most in your firm.

After the sessions

YOURS TO KEEP

The recordings of both sessions, the prompts and instructions we used, and everything built together: the project, the skills, the agent.

WHO RUNS IT



Rok Popov Ledinski · Co-founder

Rok has spent the past two years working with law firms: setting up the tools, training their teams, wiring AI into their daily workflows, and staying on as the tools change. His background is in regulated enterprise finance, where he built internal AI tools and trained teams across 35 offices on using them.

**AI ADVISOR, ARCHITECT,
PODCASTER**



Lotte Meijs · Co-founder

Lotte leads delivery and training, with a focus on knowledge engineering: taking the precedents, playbooks and know-how a firm has built over years and putting it to work in AI, so the firm's own knowledge drives the output instead of a generic tool. Her background is in fintech, as a data and machine learning engineer working with the world's largest regulated datasets.

**AI TRAINING & KNOWLEDGE
MANAGEMENT**

NEXT STEP

A 20-minute call to see where your firm is and which stage to start at. mpladvisors.com · info@mpladvisors.com